

5010-104

UNITED STATES GOVERNMENT

# Memorandum

TO : See Below

DATE: JAN 14 1964

FROM : The Secretary 

SUBJECT: Accomplishment of the Clean-Up Campaign

Our recent Clean-Up Campaign produced beneficial results:

1. We destroyed 23,500 cubic feet of records (the equivalent of 3,900 filing cabinets).
2. We transferred 7,300 cubic feet of records out of office space to storage type records centers.
3. We returned to stock 946 filing cabinets, 359 book case sections, 1,307 desks, chairs, and tables, as well as 2,426 pieces of other kinds of equipment.

Results like these are gratifying. You and your staff are to be complimented on your diligent efforts.

Let us not stop just because the campaign is over. We should continue to eliminate from office space all non-essential records, non-record material and excess or obsolete supplies, equipment, and furniture. This can easily be accomplished if you will follow the instructions contained in the pamphlet transmitted with my memorandum of September 18, 1963.

## Addressees:

Mr. G. P. Larrick, FDA  
Mr. Francis Keppel, OE  
Dr. Luther L. Terry, PHS  
Dr. Dale C. Cameron, SEH  
Mr. Robert M. Ball, SSA  
Miss Mary E. Switzer, VRA  
Dr. Ellen Winston, WA

Mr. Harvey A. Bush, OPI  
Mr. Wilbur J. Cohen, OAS  
Mr. James W. Greenwood, Jr., OMP  
Mr. Boisfeuillet Jones, OS  
Mr. James F. Kelly, OFM  
Mr. Chester B. Lund, OFA  
Mr. F. Robert Meier, OS  
Mr. Rufus E. Miles, Jr., OA  
Mr. Ivan A. Nestingen, OUS  
Mr. James C. O'Brien, DPM  
Mr. James M. Quigley, OAS  
Mr. Dale S. Thompson, DGS

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9/23/63

MANUAL CIRCULAR - GENERAL ADMINISTRATION

HEW-21

CLEAN-UP CAMPAIGN

This Circular announces a general Clean-Up Campaign for headquarters and field during the month of October 1963. This house cleaning project is a "DO-IT-YOURSELF," "DO-IT-NOW," campaign to rid offices of non-essential records, non-record material, and excess or obsolete supplies, equipment, and furniture.

This Circular transmits a letter from the Secretary endorsing the campaign and a pamphlet suggesting materials to be disposed of. This Circular also transmits Form HEW-312, Records Appraisal, and two Forms OMP-5, Progress Report. Additional supplies of these forms may be secured from your records officer.

Offices retaining records which are not covered by records control schedules will complete Form HEW-312, Records Appraisal, and submit it through the appropriate records officer to the Department Records Management Officer.

Each office should complete one Form OMP-5, as of October 17, indicating progress as of that date, and another as of October 31, to indicate accomplishments as of the end of the campaign. Send completed forms to the appropriate records officer. Each operating agency and Office of Field Administration will submit a consolidated final report to the Department Records Management Officer by November 15, 1963.

The Secretary expects the head of each operating agency and staff office to conduct this campaign in the most vigorous and thorough manner possible in order to assure its success.

Distribution: To holders General Administration and Records Management Manuals,  
keys: MS.HRFC-rx and 2033



THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE  
WASHINGTON

TO: See Below

Sept. 18, 1963

FROM: The Secretary

SUBJECT: Clean-Up Campaign - October 1963

In view of the critical space situation, both in Washington and the field, it is imperative that we make the most efficient use of the space which is available to us. One way of ensuring this is to rid our offices of excess materials. To this end, we are designating the month of October 1963 as clean-up month. This campaign should eliminate from all offices non-current records, non-essential publications, unneeded supplies, equipment, and furniture.

This campaign will require the concentrated effort of every person throughout the Department, but the benefits will be well worth the effort.

Please give your full cooperation in making this Clean-Up Campaign a success.

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CLEAN-UP CAMPAIGN

PROGRESS REPORT FORM

DATE

TO: (Send to appropriate records officer)

FROM: (Name)

(Code & Extension)

(Bldg.)

(Room No.)

| REPORTING<br>DATE | RECORDS<br>DESTROYED<br>(in cubic ft.)* | RECORDS<br>TRANSFERRED<br>TO FEDERAL<br>RECORDS CENTERS<br>(in cubic ft.)* | NUMBER OF UNITS RETURNED TO STOCK |                      |                               |                                     |
|-------------------|-----------------------------------------|----------------------------------------------------------------------------|-----------------------------------|----------------------|-------------------------------|-------------------------------------|
|                   |                                         |                                                                            | FILE<br>CABINETS<br>AND SAFES     | BOOKCASE<br>SECTIONS | DESKS<br>CHAIRS AND<br>TABLES | OTHER<br>(Specify under<br>Remarks) |
| OCTOBER<br>17     |                                         |                                                                            |                                   |                      |                               |                                     |
| OCTOBER<br>31     |                                         |                                                                            |                                   |                      |                               |                                     |

REMARKS:

\* Calculation Of Volume – 1 Letter size file drawer = 1½ cubic ft.  
1 Legal size file drawer = 2 cubic ft.  
1 Filled wastebasket = 1 cubic ft.  
1 Bookcase section = 2½ cubic ft.

DEPARTMENT OF HEALTH  
EDUCATION, & WELFARE

## R E C O R D S    A P P R A I S A L

LOCATIONS OF RECORDS \_\_\_\_\_  
(Building, Room No./s)

ORGANIZATION \_\_\_\_\_

PERSON IN  
CHARGE OF RECORDS \_\_\_\_\_  
(Name, Building, Telephone Ext. Room No.)

PREPARED BY \_\_\_\_\_ DATE \_\_\_\_\_

| DESCRIPTION OF RECORDS<br><small>Including volume (current, noncurrent, temporary value, permanent value). Also show form and file numbers, if any.</small> | IS THIS THE<br>OFFICIAL FILE |    | IDENTICAL<br>DUPLICATE(S)<br>RETAINED<br>WHERE | APPROX.<br>CUBIC<br>FOOTAGE<br>ON HAND | NO. OF<br>FILING<br>CABINETS | INCLUSIVE<br>DATES |    | FREQUENCY<br>OF USE<br>(Number of<br>times per<br>month) | RECOMMENDED TIME AND<br>MANNER OF DISPOSITION |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----|------------------------------------------------|----------------------------------------|------------------------------|--------------------|----|----------------------------------------------------------|-----------------------------------------------|-------------------|
|                                                                                                                                                             | YES                          | NO |                                                |                                        |                              | FROM               | TO |                                                          | DESTROY<br>AFTER                              | TRANSFER<br>AFTER |
|                                                                                                                                                             |                              |    |                                                |                                        |                              |                    |    |                                                          |                                               |                   |